



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

SENIOR LEGAL TYPIST

LEGAL DIVISION

Permanent/Full-Time

\$2,419.00 - \$2,941.00 - Range A

\$2,704.00 - \$3,285.00 - Range B

POSITION SUMMARY:

The Victim Compensation and Government Claims Board, formerly known as the Board of Control, offers an exciting opportunity for a Senior Legal Typist. Under the general direction of the Chief Counsel the Senior Legal Typist performs a variety of secretarial duties and support functions for the Legal Division, which may include the following:

- Types, proofreads, and makes necessary corrections to proposed administrative decisions in accordance with Legal procedures and the California Style Manual.
- Types legal correspondence and decisions; makes corrections in spelling, grammar and punctuation; formats submitted material; stores and retrieves information for final copy; copies, mails and faxes related documents.
- Answers telephones; provides backup assistance to other secretaries.
- Assists in other administrative support duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of technical legal terms.
- Ability to work in Microsoft Word and Outlook.
- Good typing skills and attention to detail.
- Good verbal and interpersonal skills.
- Ability to proof read assignments independently, including the ability to correct spelling, grammar, punctuation and format.

DESIRABLE QUALIFICATIONS:

- Dependability
- Good organizational skills.
- Good telephone skills.

WHO MAY APPLY:

Current candidates in the Senior Legal Typist classification or individuals eligible for appointment (by way of *transfer, list appointment or reinstatement*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48
Sacramento, CA 95812-0048
rjones1@vcgcb.ca.gov
(916) 324-3252

FINAL FILING DATE:
March 24, 2006,
Or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training and development assignments may be considered for most positions.

California Relay Service:

Voice line: 1-800-735-2922

040-150-3224-00x

TDD User: 1-800-735-2929